

## How to register for classes online at Otterbein University

Once you know what classes you would like to take during the semester, you will need to access “My O-zone” to register for courses.

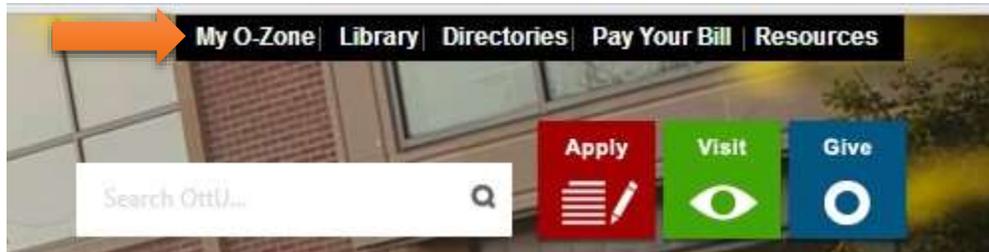
“My O-zone” is a student information system that allows students to register for classes, pay bills, etc. you will need to activate your Otterbein email account before you can access Ozone.

### To Register Classes

1. Go to the Otterbein University main page at: <http://www.otterbein.edu/public.aspx>



2. Click on the “My O-zone” icon located at the top right of the page.



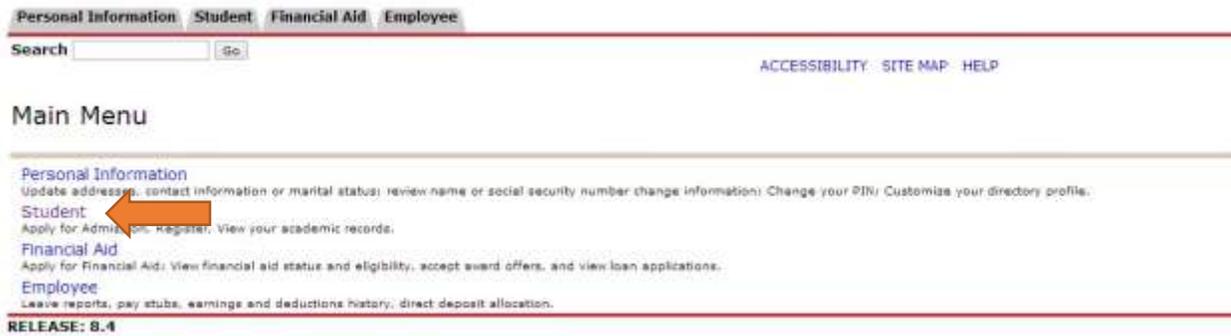
3. Login using your Otterbein user name and password. These will be the same as your email user name and password.



4. Click on "My Banner" icon located at the top right of the page.



5. Click on "Student".



6. Click on "Registration".

Personal Information **Student** Financial Aid Employee

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### Student

[Registration](#)   
Check your registration, view class schedule and add or drop classes

[Student Records](#)  
View your holds, grades and transcripts

[Student Account](#)  
View your account summaries, statements/balances history and tax information

 [Make Payments](#)

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7. Click on "Look Up Classes".

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### Registration

[Select Term](#)

[Schedule of Classes](#)

[Look Up Classes](#) 

[Add or Drop Classes](#)

[Student Schedule, Concise](#)

[Student Schedule \(Email Instructor\)](#)

[Registration Fee Assessment](#)

[Registration Status](#)

[Active Registration](#)

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8. Select a term from the menu, then click on "Submit" at the bottom.

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### Select Term or Date Range

**Search by Term:**



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9. Select the academic field of study (major) from the menu.

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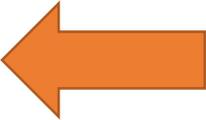
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### Look Up Classes

To view all of the classes in a department at the same time, click on [Advanced Search](#). Otherwise, select at least one subject and click [Class Search](#).

**Subject:**

- Academic Support Center
- Accounting
- Actuarial Science
- American Sign Language
- Anthropology
- Art
- Art History
- Athletic Training
- Biochemistry/Molecular Biology
- Biology



[ [Student Detail Schedule](#) | [View Holds](#) ]

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10. Then click on “Course Search” at the bottom. A list of courses should appear. For example, we select Actuarial Science, a list of Actuarial Science courses which open in the term you selected will be appear (we select Spring Semester 2014 as example).

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### Look Up Classes

[Spring Semester 2014](#)

**Actuarial Science**

4600	Problem Solving Actuarial Sci	<input type="button" value="View Sections"/>
5300	Loss Models	<input type="button" value="View Sections"/>

[ [Student Detail Schedule](#) | [View Fee Assessment](#) ]

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11. Click on “View Sections” after the course you want to register. For example, we choose ASCI5300 Loss Models.

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### Look Up Classes

Spring Semester 2014

Actuarial Science		
4600	Problem Solving Actuarial Sci	<a href="#">View Sections</a>
5300	Loss Models	<a href="#">View Sections</a>

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12. Then the information of this course should appear.

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### Look Up Classes

Spring Semester 2014  
Sep 05, 2013 09:47 am

Select the box in front of the CRN (C identifies a closed class) and choose Register or Add to Worksheet. To be added to a waitlist, you must use the Add/Drop Courses page.

**Sections Found**  
Actuarial Science

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL	Cap	WL	Act	WL	Rem	Instructor	Date [MM/DD]	Location	Attribute
<input type="checkbox"/>	22099	ASCI	5300	01	M	4.000	Loss Models	TR	09:45 am-11:15 am	25	10	15	25	0	25				Zhen Huang (P)	01/27-05/15	TOWERS 121	

[Register](#) [Add to Worksheet](#) [New Search](#)

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“Cap” is section capacity. The capacity of course is 25 students. “Act” is section actual. Right now there are totally 10 students have registered this course. “Rem” is section remaining. There are 15 remaining for this course. “WL Cap” is waitlist capacity. “WL Act” is waitlist actual. “WL Rem” is waitlist remaining.

13. If you want to register the course, please click on the box under “Select”, then click on “Register”.

**Sections Found**  
Actuarial Science

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days
<input checked="" type="checkbox"/>	22099	ASCI	5300	01	M	4.000	Loss Models	TR

[Register](#) [Add to WorkSheet](#) [New Search](#)

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14. If you succeeded register the course, it will appear like this.

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### Add or Drop Classes

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list. To add a the course, then use the option from the Action pull down menu to choose Waitlisted.

#### Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
WEB Registered on Jul 31, 2013	None	22123	MBA	6000	EV1	Graduate	3.000	Standard	Letter	Managing in Organizations

15. But sometimes you may get an error message when you try to register for a course. For example:

**Registration Add Errors**

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Prerequisite and/or Test Score error	22099	ASCI	5300	01	Graduate	4.000	Standard	Letter	Loss Models

This is normally because you need permission to register for the course you do not have the “prerequisites” for the course.

“Prerequisites” are the foundation or background courses you need to take before you can take upper level courses. It may be possible for you to take this course if you can demonstrate you have the foundation necessary to succeed in the course. This is normally demonstrated by showing you have taken other related courses. You can see the requirement or prerequisites for this course by click on the CRN (Course Reference Number). For this course is “22099”.

**Sections Found**

**Actuarial Science**

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days
	22099	ASCI	5300	01	M	4.000	Loss Models	TR

The class schedule listing of this course will be shown. Please click on the title.

Search

## Class Schedule Listing

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### Sections Found

**Loss Models - 22099 - ASCI 5300 - 01** 

**Associated Term:** Spring Semester 2014  
**Registration Dates:** Apr 15, 2013 to Feb 03, 2014  
**Levels:** Graduate, Undergraduate

Main Campus  
Lecture Schedule Type  
Traditional Instructional Method  
4.000 Credits  
[View Catalog Entry](#)  
[Access Otterbein Bookstore website for cost of books.](#)

### Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	9:45 am - 11:15 am	TR	Towers Hall 121	Jan 27, 2014 - May 15, 2014	Lecture	Zhen Huang (P) 

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Then the detailed class information will be shown. Prerequisites are at the bottom of the page.

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## Detailed Class Information

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### Detailed Class Information

**Loss Models - 22099 - ASCI 5300 - 01**

**Associated Term:** Spring Semester 2014  
**Levels:** Graduate, Undergraduate

Main Campus  
Lecture Schedule Type  
Traditional Instructional Method  
4.000 Credits  
[View Catalog Entry](#)  
[Access Otterbein Bookstore website for cost of books.](#)

### Registration Availability

	Capacity	Actual	Remaining
Seats	25	10	15
Waitlist Seats	25	0	25

**Prerequisites:**  
Undergraduate level **MATH 3350** Minimum Grade of D or Undergraduate level **MATH 311** Minimum Grade of D

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## **Registration for courses with prerequisites**

If you need to take a course that requires a prerequisite, please complete the “Registration for Courses With Prerequisites” form in the CIEGE database located at

If you have any questions, please feel free to contact CIEGE at [ciege@otterbein.edu](mailto:ciege@otterbein.edu), or 614-823-3263 for help.